

## **POLICE DATABASE COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Police Database Coordinator exists is to perform professional level work involved in maintenance of the Police Records Management System and associated interfaces. This classification is non-supervisory and receives general supervision from the Police Planning & Technology Manager.

### **ESSENTIAL FUNCTIONS**

Performs administration and programming functions for police databases and systems to ensure optimum performance, correct installation of upgrades, resolution of system problems, and training of users.

Identifies enhancements and new functionality, manages and schedules new and feature releases.

Designs, codes, integrates and implements input masks, screens, reports and search routines.

Facilitates the timely entry of data and retrieval of information to aid in police administration and investigations.

Performs additional responsibilities in support of customers and staff. May work with the Information Systems Department as needed.

Maintain regular consistent attendance and punctuality.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

UNIX, UnixWare, SQL, ODBC, PICK/PRIME, UniData, Visual Basic, and UniBasic. Knowledge of data communications and networking protocols is desirable.

Research methods and techniques.

Information technology systems design and programming.

Design specification development.

Data communications security and privacy techniques.

Principles of business system analysis, including the analysis of procedures, equipment, and methods.

Forms design and report design.

Ability to:

To comprehend, interpret, analyze and make inferences from complex written documents and oral communications

Make complex mathematical calculations.

Work independently and intuitively with strong project management and organizational abilities

Accomplish objectives through innovative management techniques and the ability to manage organizational change and adapt swiftly.

Use visual and muscular dexterity to operate a computer, calculator, and standard office equipment; sit for extended periods of time.

Analyze specifications and instructions to develop appropriate systems and programs.

Prepare design specifications.

Conceive a variety of solutions to functional problems and to reduce abstract ideas to easily understood procedures.

Understand database organization access and retrieval technique.

Debug new and existing programs.

**Education and Experience**

Requires a Bachelor's degree in Criminal Justice, Computer Science or a related field, and three to five years' professional experience. Experience with a criminal justice agency performing database coordination preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified